

W-DRIVE REMOTE ACCESS

I. Instructions in words only (Mary Ciddio):

Go to www.Peralta.edu

Go to the Faculty and Staff dropdown

Click on Portal

Go to the lower right hand bottom of the page and click on Faculty/Staff

Then the Faculty Portal will open up. There are about 40 ICONS on the page.

Go to the bottom of the first row and you will find the last icon in row one to be the Peralta Community College Seal with W drive to the right of the Icon.

Click on that Icon and it will open to a page that says W-Drive on the left and toward the Center Right there is a list of options.

Click on the Third Option - Departments

That will open a new list in the Center Right of the screen

Double Click the top option "Admrec"

That takes you to a new option to double click "Counselor Share"

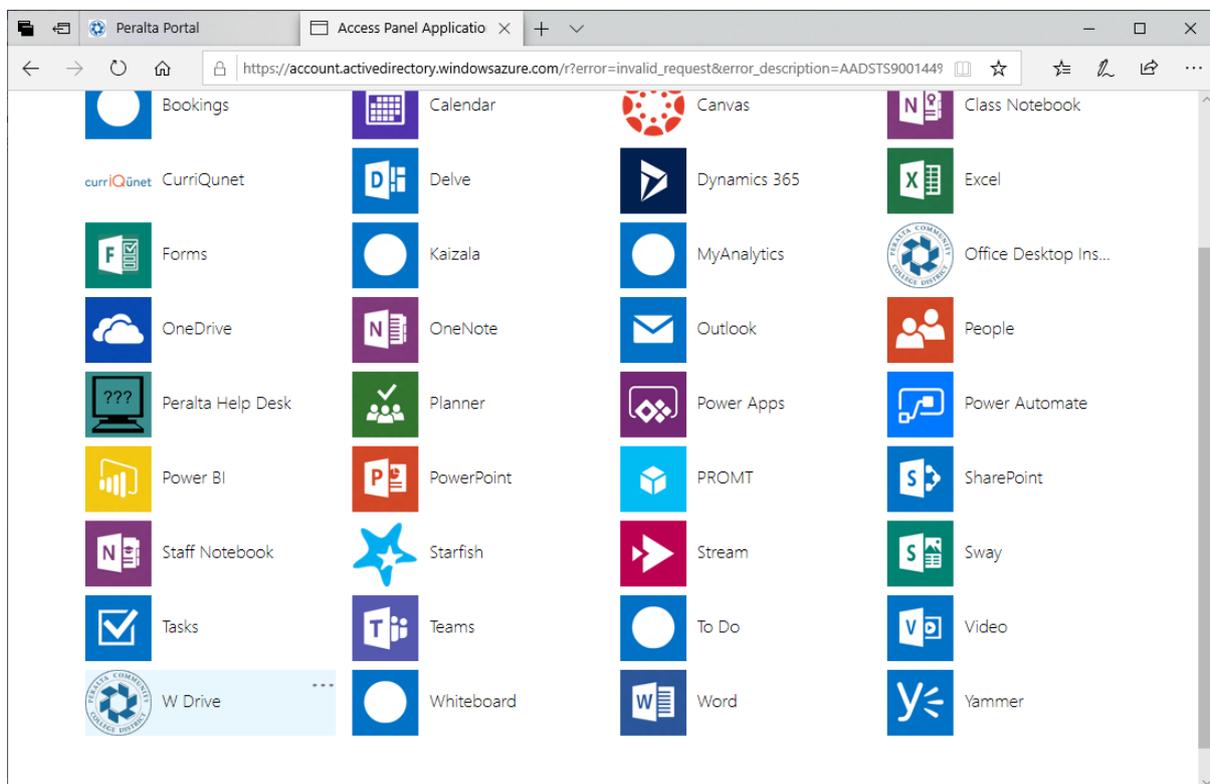
That takes you to the usual list of options from which to choose. For example Electronic Degree Worksheets.

Double Click on that and you will get options such as Degree worksheets for Laney, Merritt etc with years attached to them.

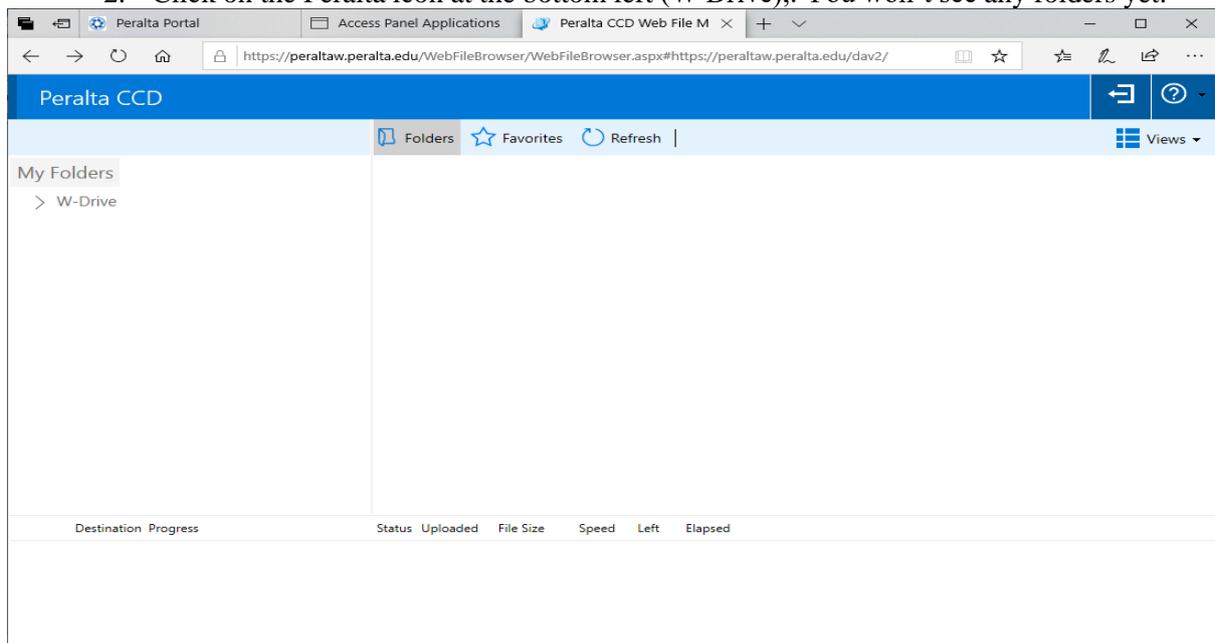
Double Click on which one you want

II. Instructions with screen shots (Stefani and Marty):

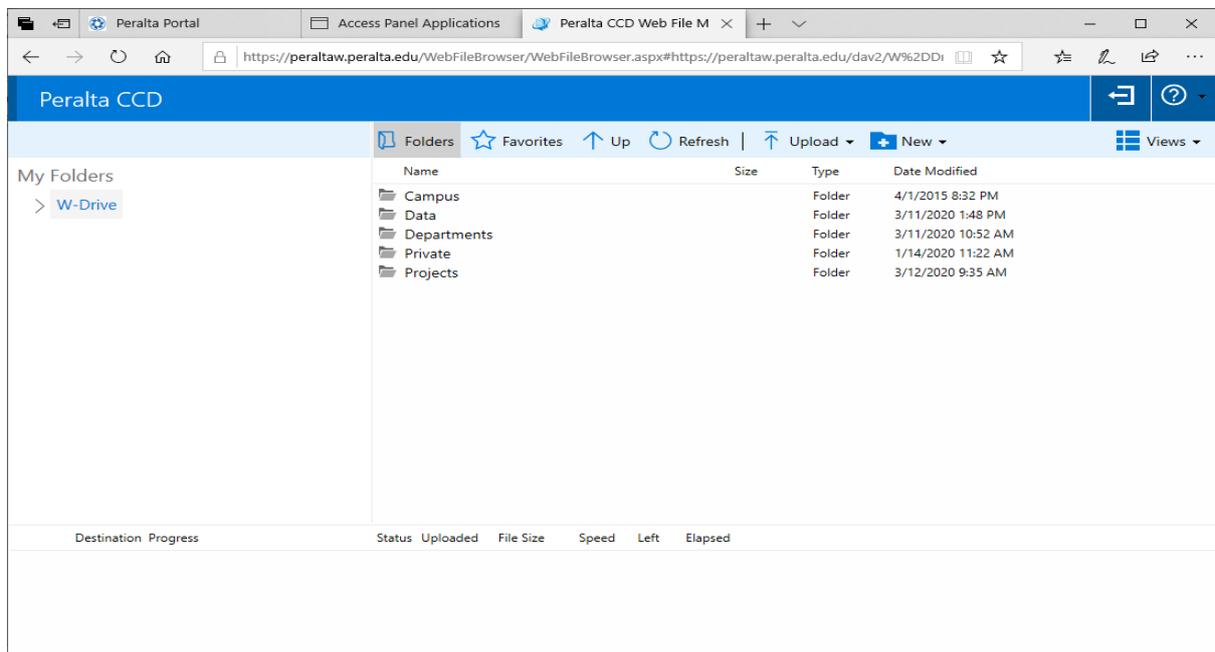
1. Start signing in to your account as if you were going to access your email. Go to the Applications panel:



2. Click on the Peralta icon at the bottom left (W Drive),. You won't see any folders yet.



3. Then click on the left side of the screen on the word "W Drive" (under My Folders) and this will show up:



Now simply double-click on the usual sequence:

Departments
Admrec
CounselorShare
Etc.